

# Add Employees to a Report Job Aid

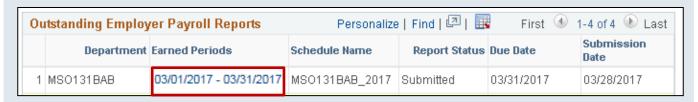
#### **Purpose:**

This job aid will identify the steps to add an employee to a monthly payroll report in Core-CT. Use this job aid to add a newly hired employee to a copy forwarded report.

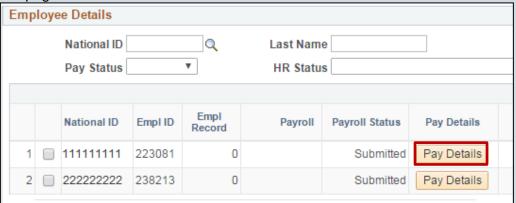
## **Steps**

#### **Screenshots**

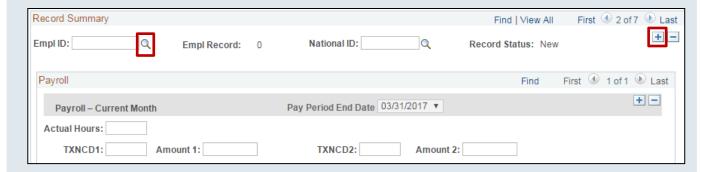
- Navigate to the ER Home Page: Main Menu > Core-CT HRMS > Pension > Employer Reporting
  > ER Home Page
- 2. On the ER Home page, select the appropriate Earned Period hyperlink in the Outstanding Employer Payroll Report section.



 To add an employee to the report, click the Pay Details button on any employee on the Employer Report Detail page.



- 4. Click the "+" button on the Record Summary level to add a new employee to the report.
- 5. Click the Empl ID magnifying glass to search for the new member.



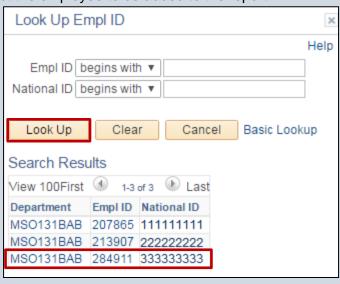


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### **Steps**

#### **Screenshots**

6. In the search box, enter the Empl ID, National ID, or click the Look Up button to display all results for your municipality. Select the employee to be added to the report.



- 7. The name of the employee is displayed. Using the Transaction Code Job Aid, enter the following information:
  - Actual Hours
  - TXNCD1 (in most cases, Transaction Code 1 will be REG)
  - Amount 1 (Amount of Regular Pay)
  - TXNCD2 (in most cases, Transaction Code 2 will be Employee Contributions)
  - Amount 2 (Amount of Employee Contributions)
- 8. Click Save.

